

TVS Class Cancellation Notification

Updated Information

The Official School Class Cancellation for Standard/Emergency Notification (OL 749) states to mail the OL 749 form to the Department of Motor Vehicles (DMV); this information has changed. Effective immediately and until the OL 749 form is revised, follow these procedures whenever a scheduled class is cancelled. Fax or e-mail the contracted vendors in the following manner:

- Traffic Violator School (TVS) classrooms located in Los Angeles County **must** fax the Los Angeles Community Development Commission (LACDC) the OL 749 form to (626) 943-3821 (new fax number) or e-mail to **tvsm@lacdc.org**.
- TVS classrooms located elsewhere in California **must** fax the California Traffic Safety Institute (CTSI) the OL 749 form to (661) 940-7597 or e-mail to **britter@ctsi-courtnetwork.org**.

California Code of Regulation (CCR) for Standard/Emergency Class Cancellation

CCR §345.41 specifies procedural steps that need to be taken by the TVS when a class is cancelled. Follow the section that best fits your specific reason for cancellation.

NOTE: In the regulations below where the word “department” is used, it includes the contracted vendor as well (in this case either CTSI or LACDC).

Cancelling a Scheduled Class

CCR §345.41 (a) “Should a school cancel any scheduled class, the school shall notify the department in writing or by telephone as referenced in subdivision (b). The department shall receive such notification no later than 5:00 p.m. on the fifth business day preceding the scheduled class date. The school shall notify affected students a minimum of four days prior to the scheduled class.”

Emergency Cancellation

CCR §345.41 (b) “If emergency circumstances prevent timely written notice to the department of class cancellation, the school shall call the department no later than 72 hours prior to the scheduled date and start time.

(1) If emergency circumstances prevent notice to the department of class cancellation within 72 hours of the scheduled date and time, the school shall call the department the first work day following the decision to cancel the class and explain the circumstances causing the cancellation. The school shall provide confirmation of the circumstances in writing.”

Low Enrollment (Five or Less Students) Cancellation

CCR §345.41 (c) “Traffic violator schools shall conduct classes at scheduled locations unless enrollment consists of five students or less.

(1) The class may be canceled, provided the school notifies all registered students and the department by telephone at least 24 hours in advance.

(A) Notification of cancellation may also be by electronic mail. If the school only has a postal address, the notification shall be by U.S. mail.

California Code of Regulation (CCR) for Standard/Emergency Class Cancellation, continued

Low Enrollment (Five or Less Students) Cancellation, *continued*

(2) Student notification by telephone shall be attempted at least three times. A voicemail message shall be left at the first attempt, if a voicemail system answers.

(A) An electronic reply from the student constitutes notification. Returned postal mail shall confirm notification by U.S. mail.

(3) The school shall maintain a class roster or student enrollment form for each class canceled for low enrollment. The form shall indicate the notification method, date(s), time(s), and outcome of notification.”

Emergency Cancellation Student Referrals

CCR §345.41 (d) “Whenever a class is canceled on an emergency basis, pursuant to subsection (b) the school shall refer affected students to the Occupational Licensing Status Information System (OLSIS) for selection of another school.

(1) Under no circumstances are the affected students to be referred to any other school.”

CCR §345.41 (e) “If these conditions cannot be met by the traffic violator school, the scheduled class shall be conducted as scheduled.”

Class Cancellation Student Notification

CCR §345.41 (f) “If a school cancels a class for any reason, the school shall post a notice of cancellation at the classroom location for ½ hour prior to and one hour after the start of the scheduled class, unless all registered students and the department were either notified by telephone, mail, or electronic mail as referenced in subdivisions (b) and (c) at least four days in advance of the class being canceled.”

IMPORTANT: Noncompliance with *California Vehicle Code (CVC)*, the CCR or any other requirement, can lead to an administrative disciplinary action, which may suspend or revoke any license issued to a licensee or any license issued in conjunction with the school.

Vendor Contact Information

LACDC—700 West Main St, Alhambra, CA 91801; phone 1-800-555-4452.

CTSI—209 E Ave K-8, Suite 210, Lancaster, CA 93535; phone (661) 940-1907.

DMV Contact Information

DMV, TVS Unit—PO Box 932342, MS L224, Sacramento, CA 94232-3420; phone (916) 229-3154.

Background

The DMV has contracted with CTSI and LACDC to perform monitoring reviews for the TVS classes to ensure all California TVS classes are in compliance with the current CVC and CCR sections.

References

California Code of Regulation, Title 13, Division 1, Chapter 1, Article 4.7

Distribution

Notification that this memo is available online at www.dmv.ca.gov/pubs/olin/olin.htm was made via California DMV's Automated E-mail Alert System in April 2013 to the following:

- All Traffic, Violator School Owners, Operators, and Instructors.

Contact

Questions regarding this memo may be directed to OL Compliance at (916) 229-3154.

A handwritten signature in black ink, appearing to read 'Mary Garcia', with a stylized, cursive script.

MARY GARCIA, Chief
Occupational Licensing